



ALYSHA SAMUDRE

Administrator

Contact

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Education

Fashion Coordination & Styling Program | Jul. 2010 - Jan. 2013
Post Secondary Certificate
Ryerson University, Toronto – Canada

GCSE & Advance Level High School
13 years | Sept. 2003 - Jun 2007
Doha College, Qatar

Skills

- Strong interpersonal, influencing, and presentation skills
- Strong organizational skills with a keen attention to detail
- Superior analytical skills
- 50+ wpm Typing Speed

Profile

Innovative, creative & professional. I am a cheerful, ambitious & resilient woman. I am aiming for career growth and I love that important sense of satisfaction that comes from achieving a challenging goal.

Work Experience

Administrator | Jan 2015 - Nov 2015
SciTech Arabia WLL

Key Accomplishments:

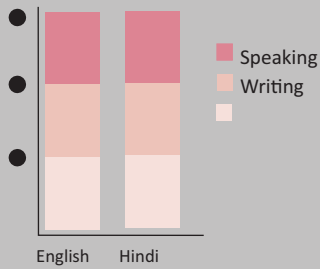
- Streamlined the employee onboarding process, reducing the time required for paperwork and documentation by 30%.
- Implemented a digital filing system, eliminating the need for physical storage and reducing document retrieval time by 50%.

Talent Coordinator and Talent | Jun 2010 - 2014
Toronto, Canada

Key Accomplishments:

- Successfully showcased a wide range of clothing styles, brands, and designers through professional modeling work for various fashion shows. Adapted to different themes, catwalk styles, and client requirements, consistently delivering engaging and impactful performances on the runway.
- Exhibited strong organizational and coordination skills by assisting in the planning and execution of fashion shows, as well as collaborated with designers, stylists, and event organizers to ensure seamless coordination of models, fittings, rehearsals, and show schedules.
- Acted as a reliable support system to the fashion show production team, as well as assisted with backstage management, including dressing models, organizing garments, and ensuring smooth transitions during the show.

Languages



Personal

DOB : 10/04/1989
 Nationality : Canadian
 Marital Status : Married
 Driving License : Valid Qatar driving license

Model & Assistant |

2010 - 2014

Tanzeb - Dimple Madan - Adaab Wedding Fashion Show, Qatar

Key Roles:

- Contributed to the success of the Tanzeb - Dimple Madan - Adaab Wedding Fashion Show, showcasing the ability to seamlessly switch between roles as both a model and an assistant.
- Demonstrated versatility and adaptability in supporting the backstage operations while also delivering impactful and captivating runway performances..
- Assisted in the coordination of models, fittings, and rehearsals, ensuring that all aspects of the event were well-organized and executed with precision.
- Collaborated closely with the event team, designers, and stylists to create a memorable and visually stunning fashion show experience for the audience.

Administrative Assistant |

Jun 2009 - Apr 2010

Pegasus Mortgages Toronto, Ontario – Canada

Key Accomplishments:

- Managed various administrative tasks to ensure smooth office operations. This included tasks such as managing schedules, coordinating meetings, preparing documents, and maintaining office supplies.
- Successfully managed a high volume of incoming customer calls, providing excellent customer service and addressing their inquiries or concerns. I ensured prompt and professional responses, maintaining a positive and helpful demeanor at all times.
- Organized and maintain physical and digital files. I implemented a systematic filing system that improved accessibility and efficiency. By keeping files organized, it facilitated quicker retrieval of important documents and streamlined office workflow.
- Followed up with existing clients to ensure their satisfaction with our services and to address any potential issues. By establishing strong relationships with clients, I helped foster loyalty and contributed to client retention.

Trainee in Card Processing Dept. (Internship) |

Jun 2008 - Aug 2008

HSBC Bank, Doha – Qatar

Key Accomplishments:

- Demonstrated strong organizational skills by efficiently managing and processing a large volume of customer requests within specified timeframes, as well as handled tasks such as data capturing, card activations, deactivations, replacements, and other service requests promptly and accurately, ensuring customer satisfaction.
- Collaborated closely with team members and supervisors to ensure accurate verification of customer information. Diligently cross-checked details such as cardholder names, card numbers, expiration dates, and security codes, providing crucial support in maintaining the integrity of the card processing system.

Trainee under HR Manager (Internship) |

Jun 2007 - Aug 2007

Al Muftah Group, Qatar

Key Accomplishments:

- Received recognition for creating a positive and engaging learning environment, contributing to employee growth and development within the organization.
- Assisted in sourcing and screening candidates for open positions, showcasing a strong understanding of the job requirements and the organization's culture.
- Contributed to the onboarding process by preparing welcome kits, coordinating orientation sessions, and providing support to new hires, fostering a positive and welcoming experience.

Placard Bearer (Asian Games 2006) |

Nov 2006 – Dec 2006

David Atkins Enterprises, Doha – Qatar

Key Accomplishments:

- Showcased exceptional responsibility and professionalism while carrying the placard that displayed the Asian Games 2006 in front of global audience.
- Contributed to the success of the grand opening ceremony by flawlessly executing the designated role and maintaining a respectful and dignified presence throughout the event.

Appreciation & Awards

- Placard Bearer, Asian Games 2006, David Atkins Enterprises, Doha- QATAR, December 2006- January 2007.
- Certificate of recognition from Doha College for excellent attitude & making a positive contribution to the life of the college | Oct. 2005
- Certificate of recognition for generous participation as a volunteer for the 3rd West Asian Games Organizing Committee | 2005
- Certificate of participation from Qatar Toastmaster in Stand Up & Speak | Jul. 2002